

# Tasking Manager 3

## Tasking Manager 3

This guide may be downloaded as [tasking-manager3\\_en.odt](#) or [tasking-manager3\\_en.pdf](#)

**This guide describes the current version of the Tasking Manager. If the user interface of the version you use looks different from the one described here then you should consult [the manual for the previous version](#)**

### *Section Index*

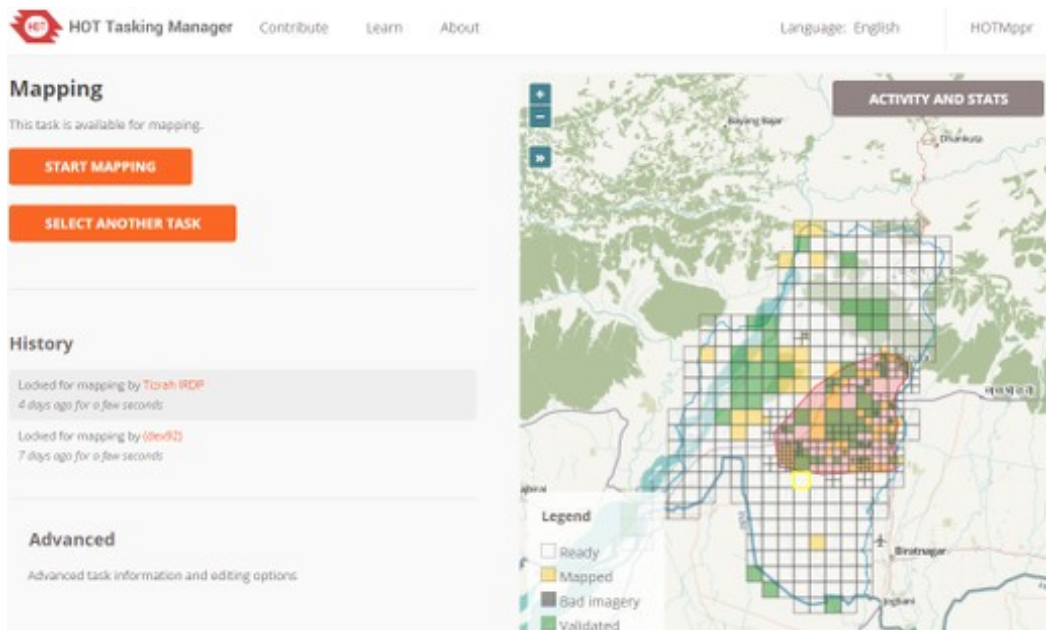
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The [HOT OSM Tasking Manager](#) is a tool that coordinates many people mapping a specific geographic area in OpenStreetMap.

OpenStreetMap is a collaborative, crowd sourced, free map of the world. Anyone can contribute to OpenStreetMap to map any part of the world that interests them. The Tasking Manager is just a way to coordinate large groups of people contributing to OpenStreetMap but most contributions to OpenStreetMap are done by people not using the Tasking Manager.

The Tasking Manager is a totally separate tool from the main OpenStreetMap project. When you are contributing to OpenStreetMap using the Tasking Manager, you are actually using multiple software tools:

- OpenStreetMap - A database of geographic information
- The Tasking Manager - Helps coordinate large numbers of people editing OpenStreetMap data in the same area
- An OpenStreetMap Editor - A software program that can read and write data into the OpenStreetMap database

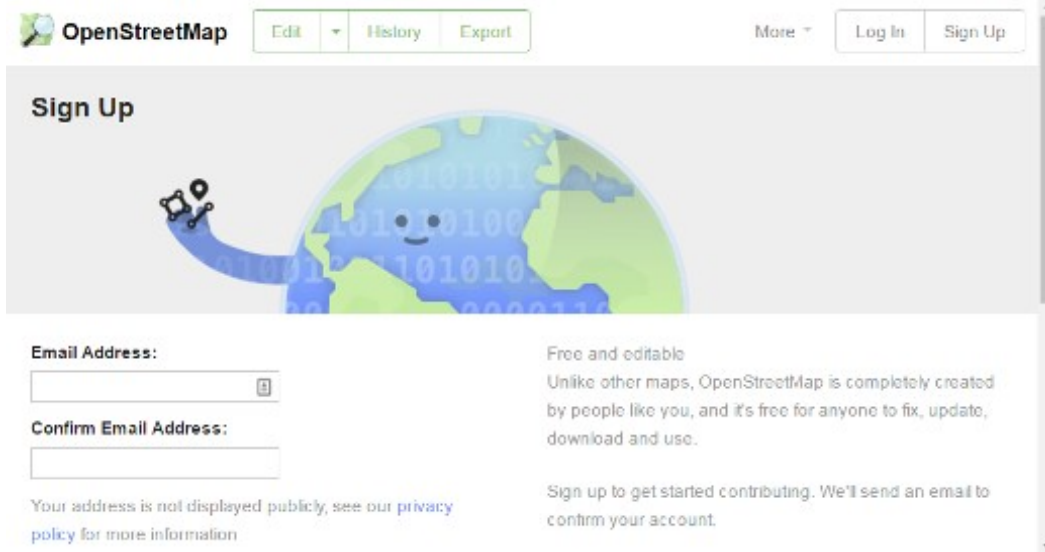


The role of the Tasking Manager is to present a specific geographic region divided up into small, quick to map areas called "Tasks" and provide a way to "checkout" or "lock" one of those small areas while you map that area using one of the standard OpenStreetMap editors. By "checking out" or "locking" one of those small areas, you help ensure that no one else will be mapping in that same area while you are. This helps prevent "double mapping" or other errors when two people are working on exactly the same area in OpenStreetMap.

Once you are done mapping that small area, you record in the Tasking Manager that you have finished mapping that small area and hopefully you select another "Task" to map.

## Quick Start Guide

1. Create an account and login on <http://openstreetmap.org/>



The image shows the OpenStreetMap 'Sign Up' page. At the top, there's a navigation bar with the OpenStreetMap logo, 'Edit', 'History', 'Export', 'More', 'Log In', and 'Sign Up' buttons. The main heading is 'Sign Up'. Below it is a graphic of a globe with binary code and a small robot. The form consists of two input fields: 'Email Address:' and 'Confirm Email Address:'. To the right of the form, there's text explaining that the map is free and editable, and that users can contribute. At the bottom, there's a link to the privacy policy.

OpenStreetMap

Edit History Export More Log In Sign Up

## Sign Up

Email Address:

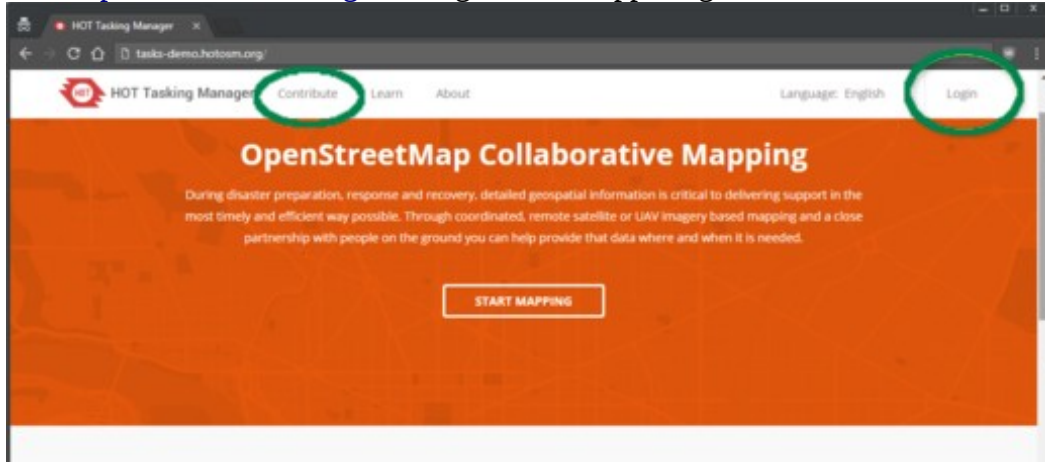
Confirm Email Address:

Your address is not displayed publicly, see our [privacy policy](#) for more information

Free and editable  
Unlike other maps, OpenStreetMap is completely created by people like you, and it's free for anyone to fix, update, download and use.

Sign up to get started contributing. We'll send an email to confirm your account.

2. Visit <http://tasks.hotosm.org/> and login via the upper right corner



3. Click on "Contribute" and find a mapping project to work on

**HOT Tasking Manager** [Contribute](#) [Learn](#) [About](#) Language: English HOTMppr

[Grid view](#) [Map view](#)

**Search**  
Search project description or project number

**Mapping difficulty**  
All

**Organisation**  
All

**Campaign**  
All

**URGENT**

**#3404 Mapping Flood Affected Community in Nepal (Sunsari District, Itahari)**

Current priority project, few more urgent areas need mapping after this one, lets get this one to 100%

Continuous heavy rainfall since last week has resulted in severe flooding in Nepal's plains, with the districts in Eastern Nepal among the most affected.

Organization: N/A  
Level: BEGINNER

37% Mapped 20% Validated

**HIGH**

**#3419 Missing Maps: Malaria mapping for Angloa - Calai**

The MENTOR initiative as part of an Elimination 8 consortium is working to build a footprint map in Southern Angola to aid upcoming malaria field work later in 2017. This work is part of a final push undertaken in partnership with the National malaria...

Organization: N/A  
Level: BEGINNER

91% Mapped 15% Validated

4. Read the instructions for the project

**HOT Tasking Manager** [Contribute](#) [Learn](#) [About](#) Language: English HOTMppr

[Instructions](#) [Map](#) [Validate](#) [Discussion](#)

**Instructions**

**Entities to map**  
roads, buildings, waterways, open areas

**Changeset Comment**  
#hotosm-project-3404, #nepal, #flood, #kld, #itahari, #sunsari

You will be using satellite imagery to map roads, buildings, waterways and open areas. For guideline on remote mapping please refer to this wiki [https://wiki.openstreetmap.org/wiki/Nepal/remotemapping\\_guide](https://wiki.openstreetmap.org/wiki/Nepal/remotemapping_guide)

For list of common tags used in Nepal please refer to this wiki [https://wiki.openstreetmap.org/wiki/Nepal/Common\\_tags](https://wiki.openstreetmap.org/wiki/Nepal/Common_tags)

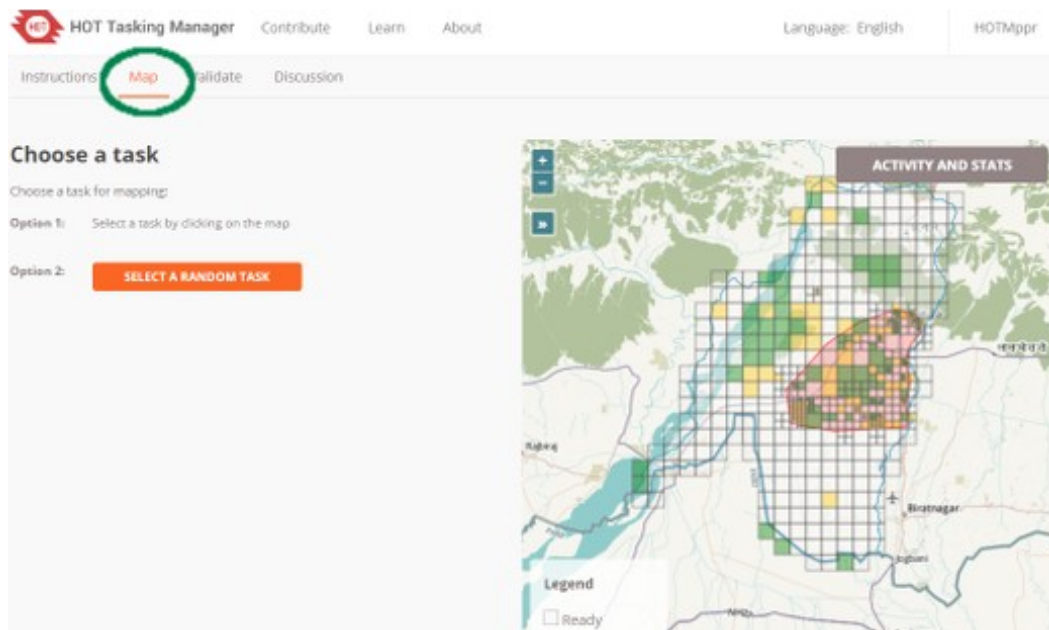
For classification and tagging of roads please refer to this wiki <https://wiki.openstreetmap.org/wiki/Nepal/Roads>

There is a specific set of guidelines made for tagging features found in Nepal. Please refer to the following google doc for the guidelines: <https://docs.google.com/document/d/1C1b7r1Wn7PAh7bndd3atD0r32Vnkl...>

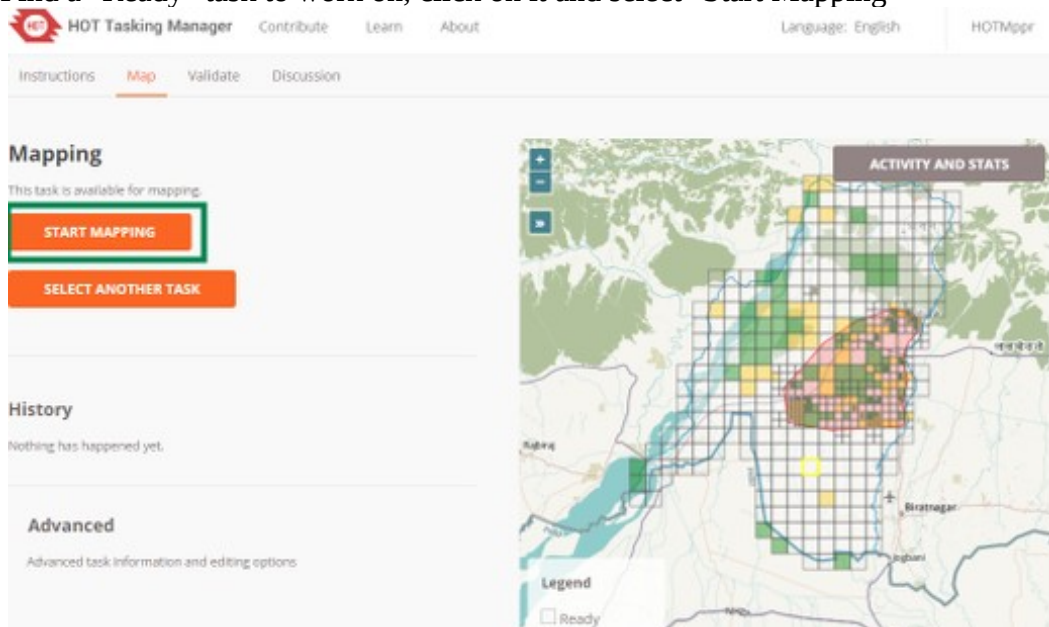
**Legend**  
Ready

**ACTIVITY AND STATS**

5. Click the "Map" tab

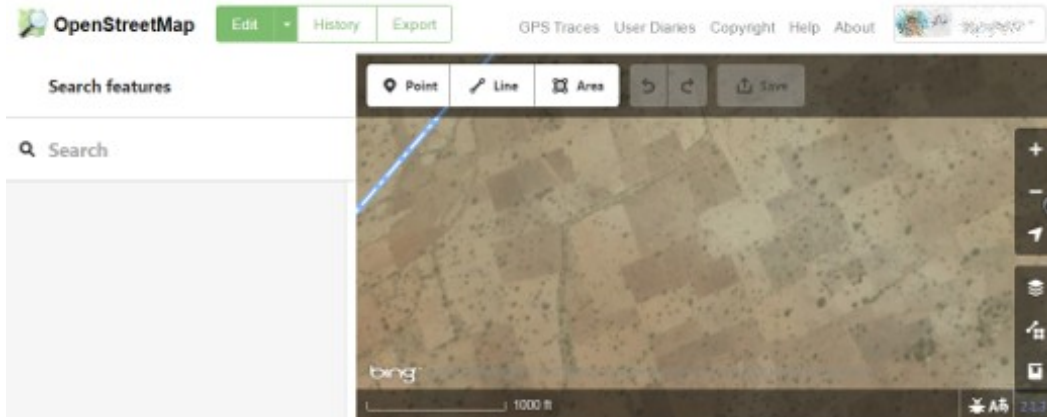


6. Find a "Ready" task to work on, click on it and select "Start Mapping"

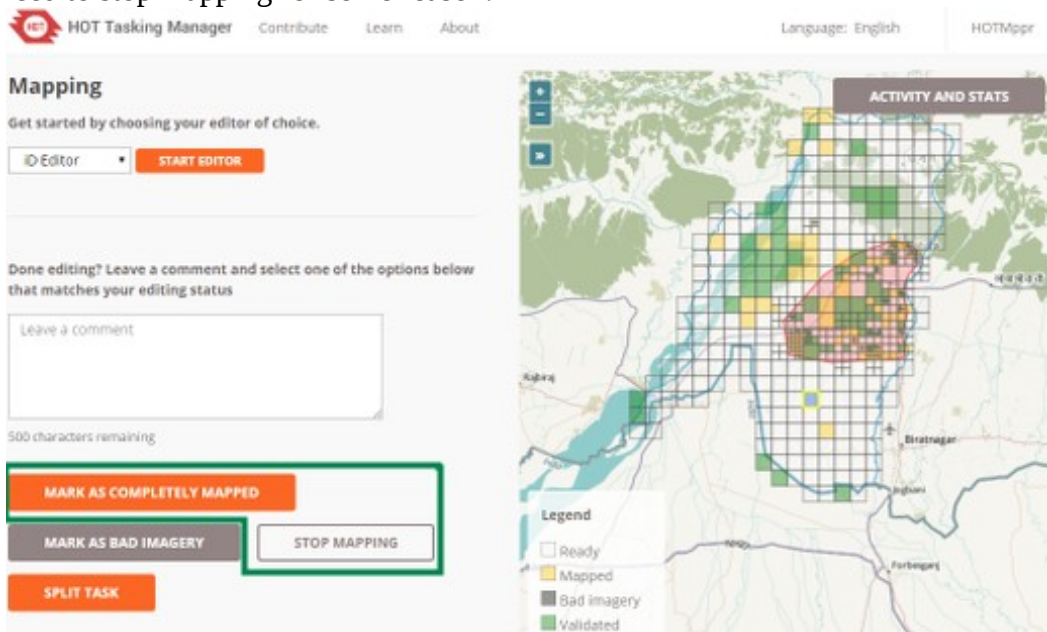


7. You will be switched to an OpenStreetMap editor, map all the features asked for in the instructions.





8. When finished mapping, switch back to the Tasking Manager and click either "Mark as Completely Mapped" if you completely mapped the task, or "Stop Mapping" if you just need to stop mapping for some reason.



## Mapping Process

1. A remote mapper creates an account in OpenStreetMap and logs into the Tasking Manager.
2. The mapper finds a project to work on, usually based on priority and skill level set by a Tasking Manager project manager.
3. A remote mapper selects a task square, completes the mapping, and marks the task as complete.
4. A second remote mapper checks that the task is completed to a satisfactory level and marks the task as 'validated'
5. Progress of the mapping of the project can be monitored from within the "stats" tab of the project, and the project can be downgraded or archived as required by an administrator.

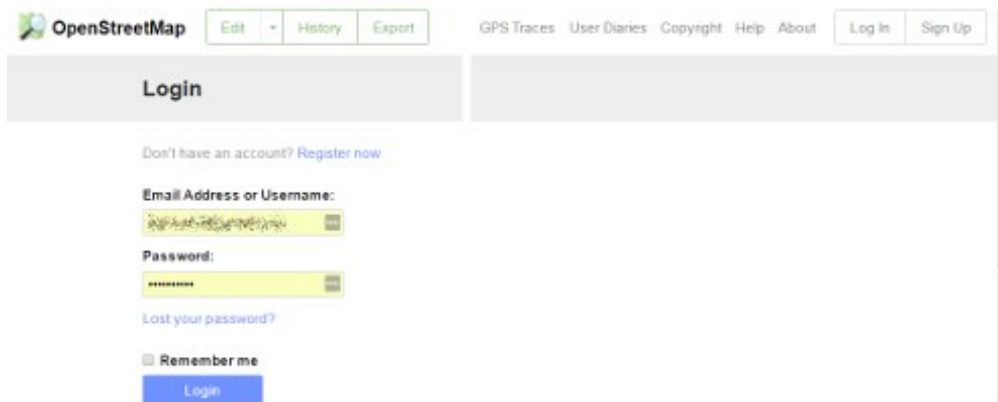
## Tasking Manager Login

The Tasking Manager is a separate tool that coordinates mapping in OpenStreetMap. However, it makes use of the OpenStreetMap login system. This means that you do not need to create a separate user account to use the Tasking Manager, but you do need to create an OpenStreetMap account and login to OpenStreetMap before you can use the Tasking Manager for mapping.

When you first visit the Tasking Manager you will see a "Login" button in the upper right corner of the screen.



Clicking on that button will take you to the OpenStreetMap website. There you will have to login and grant the Tasking Manager access to your OpenStreetMap preferences. Create an account on the OpenStreetMap website if you do not already have one.



## Authorize access to your account

The application HOT Tasking Manager (Beta) is requesting access to your account, [learn more](#). Please check whether you would like the application to have the following capabilities. You may choose as many or as few as you like.

Allow the client application to:

☒ read your user preferences.

Grant Access

Once you are logged into OpenStreetMap you will be returned to the Tasking Manager, clicking on Contribute or Get Started will take you to a list of projects you can contribute to.

## Options & links

The Task Manager initially displays in English - to change to another language click on **English** in the upper right area of the window.

Once you have logged in, you may click on your username at the top. Here you can:

- View your Tasking Manager profile where you can:
  - Update your email address and social media handles
  - View your mapper experience level
  - See a list and map of the projects you have contributed to
- Go to your **Messages** screen within the Tasking Manager (this is not the same as the OpenStreetMap messaging system)
- Logout

## Finding a Project - Tasking Manager Contribute Screen

Clicking on the "Contribute" link in the main menu bar will take you to the main list of projects in the Tasking Manager.



**HOT Tasking Manager**   Contribute   Learn   About

Grid view   Map view

**Search**  
Search project description or project number

**Mapping difficulty**  
All ▼

**Organisation**  
All ▼

**Campaign**  
All ▼

**Type(s) of mapping**

- ☐ Roads
- ☐ Buildings
- ☐ Waterways
- ☐ Land use
- ☐ Other

**URGENT**  
**#3404 Mapping Flood Affected Community in Nepal (Sunsari District, Itahari)**

Current priority project, few more urgent areas need mapping after this one, lets get this one to 100%

Continuous heavy rainfall since last week has resulted in severe flooding in Nepal's plains, with the districts in Eastern Nepal among the mo...

**Organization:** N/A  
**Level:** BEGINNER

37% Mapped   20% Validated

**HIGH**  
**#3419 Malaria mapping**

The MENTOR Initiative as part of an Elimination 8 consortium is working to build a footprint map in Southern Angola to aid upcoming malaria field work later in 2017. This work is part of a final push undertaken in partnership with the National malaria...

**Organization:** N/A  
**Level:** BEGINNER

91% Mapped

**HIGH**  
**#3416 Missing Maps: Malaria mapping for Angola - Cuangar**

The MENTOR Initiative as part of an Elimination 8 consortium is working to build a footprint map in Southern Angola to aid upcoming malaria field work later in 2017. This work is part of a final push undertaken in partnership with the National malaria...

**Organization:** N/A  
**Level:** BEGINNER

91% Mapped

**HIGH**  
**#3406 Community mapping**

Continuous heavy rainfall since last week has resulted in severe flooding in Nepal's plains, with the districts in Eastern Nepal among the mo...

**Organization:** N/A  
**Level:** BEGINNER

91% Mapped

The Tasking Manager Contribute screen is divided into three main areas:

- Search and Filter options along the left
- Project List
- Map View of Project List

### **Search and Filter Options**

By default all the projects available for mapping are displayed. You can use the Advanced Search filters section of the screen to further narrow down the projects that you would like to work on.

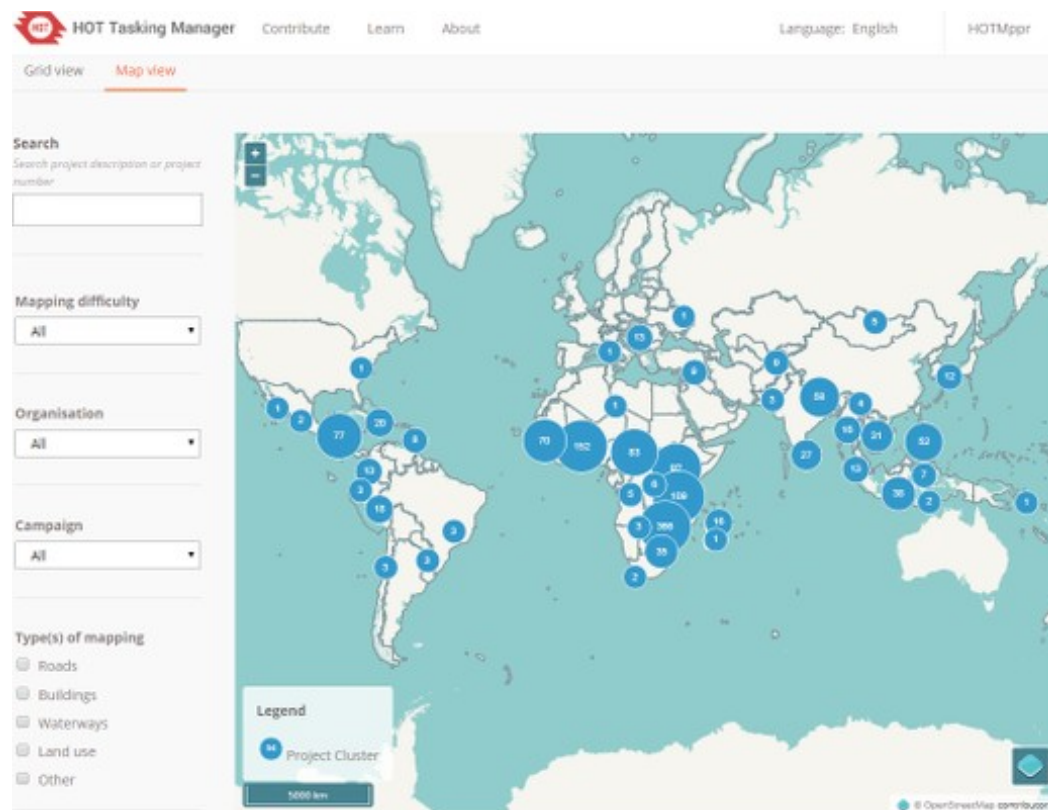
- **Project Number** - If you know the number of the project you want to work on, you can enter it here and be taken directly to it.
- **Organization** - This allows you to just display projects that have been requested by individual organizations.
- **Mapping Difficulty** - Some projects are more difficult to map than others. This option

allows you to find projects that are most appropriate for your experience level. You are encouraged to work on projects that best match your experience level, especially if you are a more experienced mapper.

- Type of Mapping - This allows you to find projects that include a certain type of feature to map. Many projects are focused on only one type of mapping, but projects may include multiple types of features to map.
- Full text search - This allows you to search for projects that may contain a certain word or phrase in the project description.
- Campaign Tags - Projects can have other tags that indicate a larger mapping campaign projects are a part of, you can find projects by those tags by entering them into this field.

## Map View

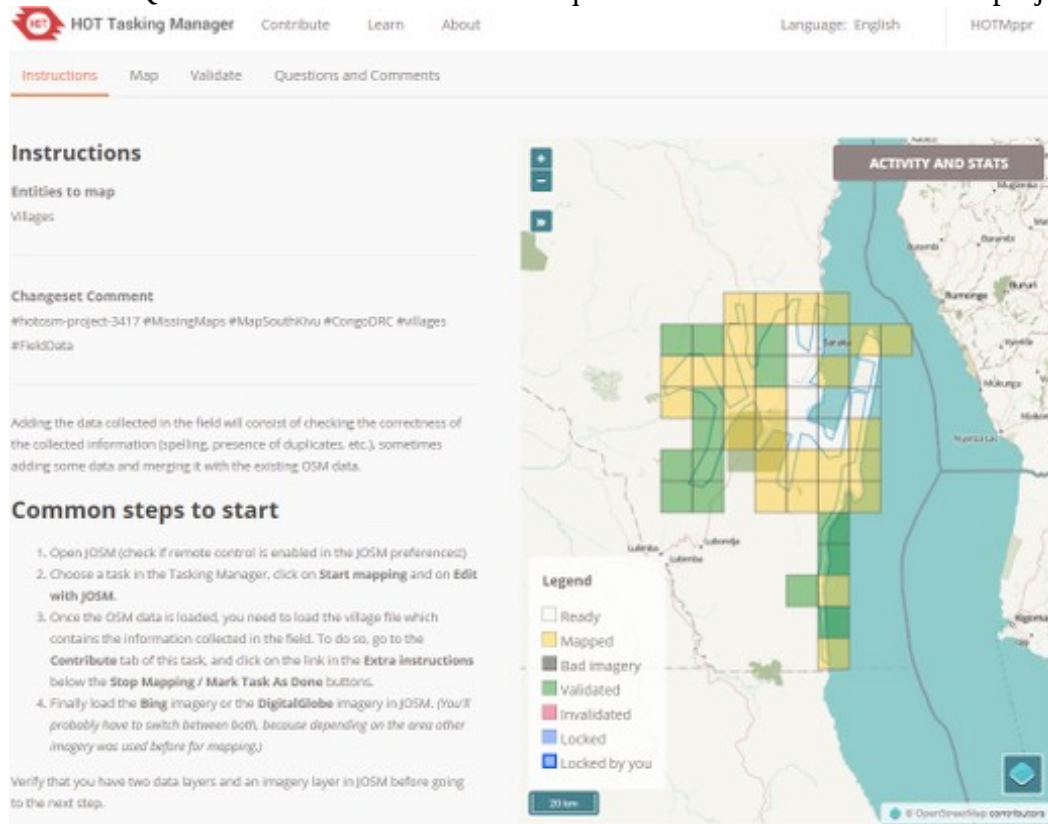
Clicking on the "Map View" tab will show you the number of projects in a region. Double clicking or zooming in will display the individual projects. Once zoomed in, the points on the map are color coded, with red being urgent, yellow being high or medium priority and grey being low priority. Clicking on any of the points on the map will show information about that project. Clicking on the project title will take you to that project.



## Mapping via the Tasking Manager

Once you have located a Project to work on, clicking on the Project title will take you to the detailed entry for that Project. This detailed view contains:

- A description of the project's importance and how the data will be used
- Detailed instructions for what to map
- Selection screens for mapping validating
- Detailed map of the individual mapping task areas, with information about their status.
- A Questions and Comments tab for questions or comments about the project



## Project Page

Everything you need to know about the project is here! At the top is a full description of the mapping project and information about the project.

Below the description the screen is divided into a left and right section. The left section is a tabbed panel with tabs for "Instructions", "Map", "Validate" and "Questions and Comments". On the right is a map of the project and the individual tasks for mapping.

- The uncolored tasks are ready and available for mapping
- Pink areas of the map indicate higher priority areas
- Yellow/Gold grid squares have had the first pass of mapping completed and are ready for validation
- A yellow border indicates the task selected by you
- Blue Tasks are currently being worked on by another mapper
- Green Tasks have had the 2nd pass of mapping completed and the mapping has been "validated"
- Dark grey tasks have been looked at by a mapper and marked as not having acceptable

imagery for mapping

- The blue line normally visible in the perimeter squares of a project indicates the border of the project. This border normally follows the available imagery, an administrative boundary, etc, so may appear as an unusual shape. Although mapping may be completed outside this border, it is not a requirement and will not be considered by validators.

### ***Instructions Tab***

This shows what is required in the mapping task. Projects range in difficulty, suitable for beginners, intermediate and advanced mappers - and the instructions will explain this. Make sure you read and understand this section. There are many styles of mapping project, for many different purposes. Some common project activities include:

- Road networks: Used by people on the ground to load data into hand held navigation tools, and to work out how to access remote areas
- Mapping villages: Often used to identify places where people live and may be impacted
- Mapping buildings: Used for damage assessments or contact tracing with diseases. Also used for population estimates.
- Mapping rivers, walls and other features

Not all areas of the world are similar to your own, so specific tagging advice may be provided. For example, Africa's road network is very different to typical American or European highway systems.

There will be a section indicating the **Changeset comment** you should make sure appears in your editing programme when uploading/saving your changes, together with the **source** information you may (depending on your editing software) need to copy & paste to the source field on making changes.

Sometimes, task specific imagery may be available - you may need to agree to a license in order to access it. Instructions usually will indicate the easiest way to load this into editors such as JOSM or iD.

When checking a task marked as complete, validators will expect that the requirements from the instructions tab have all been completed. You may find completing an entire task is quite difficult - guidance below is available around unlocking tasks; as well as providing useful feedback for the next mapper.

### ***Activity and Stats button***

This tab contains statistics about the project. It is divided into two sections, a detailed list of the activity (formerly its own tab in the Tasking Manager 2.0) and summary section.

The summary contains a list of mappers who have completed at least one task within the project.

A log of all the comments left on individual tasks is at the bottom of the page. These are comments left on tasks and should not be confused with the "Questions and Comments" tab

which are general questions and comments about the overall project.

You can return the main project contribution page by clicking on the project title on the Activity and Stats page.

## Map Tab

Click when you are ready to start mapping. You may choose an individual task to work on by selecting it from the map, or by clicking on the "Take a Task at random" option. Only uncolored tasks can be selected in this tab or you will get a message saying the task can not be mapped. If you intend to validate, make sure you select the "Validate" tab.

The screenshot shows the HOT Tasking Manager web application. At the top, there is a navigation bar with the HOT logo, the text "HOT Tasking Manager", and links for "Contribute", "Learn", and "About". Below this is a secondary navigation bar with tabs: "Instructions", "Map" (which is highlighted with an orange underline), "Validate", and "Questions and Comments".

The main content area is divided into three sections on the left and a large map on the right.

- Mapping Section:** Contains the heading "Mapping" and the text "This task is available for mapping." Below this are two orange buttons: "START MAPPING" and "SELECT ANOTHER TASK".
- History Section:** Contains the heading "History" and the text "Nothing has happened yet."
- Advanced Section:** Contains the heading "Advanced" and the text "Advanced task information and editing options". It has a sub-section "Details" with the following information:
  - ID: #28
  - Status: READY
  - Locked by:Below the details are two orange buttons: "VIEW OSM CHANGESETS" and "VIEW IN OVERPASS TURBO".

The right side of the interface features a map of a region with a grid of task areas. Some areas are colored green (Validated), yellow (Mapped), or grey (Bad imagery). A legend box is open over the map, showing the following legend items:

- Ready (white square)
- Mapped (yellow square)
- Bad imagery (grey square)
- Validated (green square)
- Invalidated (pink square)
- Locked (blue square)
- Locked by you (blue square with a white outline)

At the bottom of the map, there is a scale bar indicating "20 km".

## **Selecting a task to map**

Having selected your task you will be able to see if there is any history for this task, such as a mapper starting to map, but realizing they do not have time to complete the task.

Clicking on the **Start Mapping** button locks the task so that no other mapper can select it until it is released again, and starts a 2 hour (120 minute) countdown timer, at the end of which time the task is automatically released. It is good practice to check on your countdown timer on a regular basis - it is easy to become engrossed in your mapping and not realise your task has been released, and has now been selected by another mapper who has started mapping it too. This can lead to conflicts and problems.

## **Editing choices**

Different options for editing are presented to you as soon as you lock a task.

### **Edit with JOSM**

Start JOSM before using this link and it will automatically load the existing OSM data into JOSM.

1. 'Enable remote control' needs to be ticked - found under **Edit / Preferences / Remote Control**
2. If you have previously installed the plug-in 'continuousDownload' it is best to disable it (untick 'Download OSM Data continuously' under the **File** menu in JOSM).
3. If JOSM does not load the imagery automatically as well, it can normally be found under the **Imagery** menu. [More info on imagery here](#)

### **iD editor**

Select this to automatically start a new tab or window of your web browser, with existing OSM data loaded. The Internet Explorer web browser does not currently support iD and it will load Potlatch 2 instead. Your original tab or window with the Task Manager will still be present.

### **Potlatch 2**

The editor will load in a new window or tab. Potlatch will not automatically display the task bounding box, but you can do so by following this procedure:

1. In the Tasking Manager, select a task and click Start Mapping to lock it
2. In the Tasking Manager, select Edit with JOSM (if a window appears saying "JOSM remote control did not respond..." just click OK).
3. Below the Edit with JOSM button, text will say "Tip: Download the following .gpx file...". Download the .gpx file, and note where it is saved.
4. In the Tasking Manager, change from Edit with JOSM to Edit with Potlatch 2. Potlatch



should open in a new tab.

5. In Potlatch, select Background, then Vector File...
6. In the Load Vector File window, at the bottom next to File, click Open, and navigate to the .gpx file you just downloaded
7. In the Load Vector File window, make sure the box is checked in the Show column for the .gpx file, then close the window
8. Potlatch should now display the boundary as a square (probably cyan). Note that Potlatch will still load data outside the boundary.

## **Field Papers**

For use only when you are involved in a project where a local mapper has carried out a ground survey and marked a printed map with information such as road names. This map can be rescanned and used as a background image for a remote or local mapper to read the information and update the OpenStreetMap data [Field papers section of LearnOSM](#).

## ***Splitting a task square***

Having selected your task and inspected it with the imagery in place, you may realise that there is far too much detail required for mapping. An example of this may be tracing buildings in dense urban areas, or locating small villages in large areas. As guidance, where it isn't possible for one person to complete within the 2 hour time limit you can often split the task into 4 smaller areas. *Use with caution* - if/when task squares are split too small it is difficult to judge what type of highway is involved, and to identify other features.

Be aware that other useful comments about the work previously completed will no longer be available.

## Unlocking a Task

**HOT Tasking Manager** [Contribute](#) [Learn](#) [About](#) [Language](#)

[Instructions](#) **[Map](#)** [Validate](#) [Questions and Comments](#)

### Mapping

#### Extra Instructions

Download the layer with villages into JOSM by clicking [here](#). The layer opens automatically into JOSM.

You will have to load this data every time you pick a new task.

Get started by choosing your editor of choice.

ID Editor

Done editing? Leave a comment and select one of the options below that matches your editing status

Leave a comment

500 characters remaining

**Legend**

- Ready
- Mapped
- Bad Imagery
- Validated
- Invalidated
- Locked
- Locked by you

20 km

### Unlocking a Task before it is complete

If you start working on a task, but cannot complete it for some reason, it is best practice to leave a comment against the task. Simply detail what remains and choose **Stop Mapping**. Make sure your comments are relevant and aimed to help out the next mapper.

For example:

Almost complete, small village top left in the task square to be traced though

### Unlocking a Task that is completely mapped

It is very difficult to be completely certain that you have completed a task - however it is acceptable to mark the task as complete if you are fairly sure - the contents will be checked by another mapper when validating, and any small additions can be made then.

For the process to work most effectively, mappers need to mark tasks as "Mapped" rather than leaving them for several other 'not sure' mappers to spend time also checking them.

When you have finished editing and think that the task is complete, save any remaining edits with your editing programme, then return to the Tasking Manager.

- Add comments to the box detailing what you achieved and more importantly, what you are not certain of. For example; "Complete as far as I can see, but there is cloud covering the top right corner of the task & I cannot see to trace this area".
- Click on the "Mark as Mapped" button, and your work is ready for review.

### **Marking a Task as Bad Imagery**

You will sometimes select a task that can not be mapped because the imagery is low resolution or has cloud cover. Just close that task in your editor and use the "Mark as Bad Imagery" button to record that the task can not be mapped due to poor imagery.

### ***Sending a message from the comment box***

When leaving a comment against a task, you can have the comment sent as a message to a named mapper. Much like Twitter, simply use an @ followed by the username. This will send a message to the user containing the comments from this box, plus a link to the task that the comments box relates to.

For example:

@HOTMppr nice work tracing the building details here. You missed a small group of houses on the upper left of the task square, I added a few in, but some still remain.

This is particularly useful when validating or adding on another's previous work - you can provide feedback, thanks or more.

- You may wish to provide a link to a site which may help the mapper, such as <http://learnosm.org/en/coordination/remote-tracing/#buildings-walls-compounds-barriers>
- Be aware that many people from around the world will be participating, so prefer simple, clear language. If you come across comments in other languages, tools such as Google Translate are reasonably effective.

### ***Referring to a particular task when sending an email***

If you need to send a message, such as an email or an IRC message, and you are querying something concerning a particular task within a project (perhaps you need help identifying something from the satellite imagery):

1. Click on the task square concerned
2. Click on the address bar in your web browser, which should show something similar to 'http://tasks.hotosm.org/project/713?task=259'

3. Highlight with the mouse all of the text in the address bar, or use the shortcut keys **Ctrl+A** to select all the text, then use shortcut keys **Ctrl+C** to copy the text
4. In your email, IRC message, or other message,
  - ▯ either, mouse right click & paste,
  - ▯ or shortcut keys **Ctrl+V**, to paste the link into the message.

## **Getting help**

### **Live text based help**

From the Learn page of the Tasking Manager:

1. Click on **OSM HOT IRC Channel #hot**
2. Enter a username (your OSM username?), or use the preset characters
3. At the bottom of the dropdown list select **hot**
  - To the right of the screen is a list of users that are online now.
  - Type your message in the box at the bottom left of the screen (this is sometimes temporarily obscured by other text, but this will disappear as you select the box.
  - To direct a message to a particular individual, include their username from the list on the right within your message. Type, then use the return key to submit your comment. The system is 'live' so wait for an answer - your username will often be used in the reply to show you the comment is directed to you. You will normally receive a reply within a few seconds, so please wait.
  - An alternative simple system can be found at [kiwiIRC.com](http://kiwiIRC.com)
  - Further info on using IRC with OpenStreetMap may be found at [OSM Wiki IRC](http://OSM Wiki IRC)
  - Alternatively use an IRC client of your choice (Server=irc.oftc.net, and channel=#hot)

### **Leaving a Project question / comment / contacting the Project creator**

Using the "Comments" tab for the project you can see other users' questions and comments and leave one of your own. You can also click the "Contact Project Manager" link and that will automatically direct your comment/question to the project creator.

All comments are public and it is not real time, live chat, use the IRC option above for realtime chat.

## Project Questions and Comments

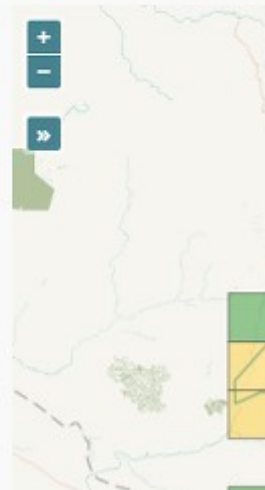
No project discussion yet

Type a message

250 characters remaining

[Contact project manager](#)

**ADD MESSAGE**



### ***Editing hints and tips***

By now you have a good understanding of what the Tasking Manager is, and some of the various functions it supports. Unlike normal editing, this tool is often used for time critical projects with many participants - this may be a little bit different to what you are used to.

Some general advice to heed when working in this tool:

- Avoid mapping far outside of your task square - other mappers may be working in that area, resulting in duplicated efforts. It's OK to map objects such as buildings overlapping a boundary, but avoid going much further - upload immediately after mapping something at the border.
- Extend roads, streams, or other features slightly over the boundaries - this lets the next mapper pick up where you left off, but upload as soon as you finish editing it.
- If you are in doubt about what a particular feature is, use the comment section to ask questions or check the wiki.
- If you make a serious mistake - for example, deleting a major feature or relation - use IRC or the comment box to ask other mappers to help in reverting this for you. Try to include the changeset, or a description of what happened. Being a collaborative task, many other mappers are here to help - it's important to remember everyone makes mistakes sometimes.
- Don't hesitate to ask for feedback - mappers validating your work can be terse or to the

point, but if they know it's OK to engage in a dialog with you, the outcome is often a lot better for all involved. It can be difficult to communicate in another language, and it's easy to appear abrupt when you have to translate as well as pass a message in a language you are not fluent in.

- You must not validate your own work - a second pair of eyes will always lead to better quality mapping.
- Don't worry if other mappers are terse when validating your work - like you, they just want to ensure all of the data is mapped accurately. Feedback is invariably about the remaining work, not criticism of your efforts to date.

## ***Validation***

Validation is the process of a second mapper reviewing the mapping of the initial mapper of a project task. It is designed to ensure complete, quality data and provide thanks, feedback and encouragement to mappers.

## **Getting Started**

Validation starts much the same way as mapping does, a volunteer finds a project they would like to work on, reads the instructions tab to be sure they understand what is called for and how it is expected to be mapped, but instead of selecting the mapping tab for the project, they select the "Validate" tab.



## Validation

Find a task for validation through one of the options below.

**Option 1:** Select a task by clicking on the map

**Option 2:** [GENERATE A RANDOM TASK](#)

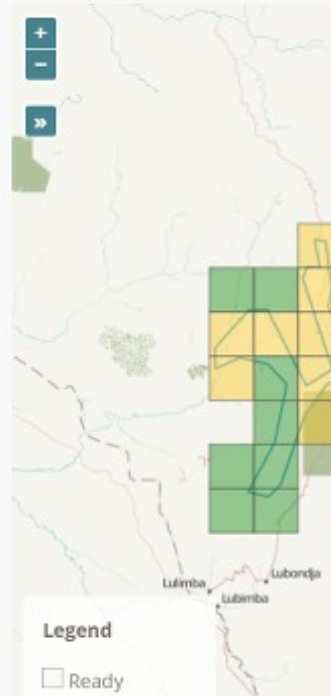
**Option 3:** [SELECT AREA BY DRAWING A POLYGON](#)

[START VALIDATING](#)

**Option 4:** [RESELECT TASKS LOCKED FOR VALIDATION](#)

**Option 5:** Select by user below

CONTRIBUTOR	LEVEL	#	REGISTERED	LAST VALIDATION	LOCK
<a href="#">HOTMppr</a>	Beginner	1	2 days ago	2 days ago	<a href="#">Start</a>
<a href="#">pjstewart1984</a>	Beginner	1	2 years ago	2 days ago	<a href="#">Start</a>



The validator can select a task by clicking on an individual task square, clicking "Select a random Task", select by user or draw a polygon to select multiple, connected tasks.

Unlike mappers, validators can select multiple tasks to perform validation on a larger scale than just one task.

## Selecting Multiple Tasks for Validation

New in the latest version of the Tasking Manager is the ability to select multiple tasks for validation, either by area or by user.

Depending on which editor you are using, this feature will behave differently.

In JOSM, a second OSM data layer will be created titled "Task Boundaries - Do Not Edit or Upload" and it will have uploading disabled in recent versions of JOSM. JOSM **will not download the OSM data** because it could be a very large amount of data. Instead the validator will have to use the task boundaries as a guide and download the data to the active editing layer manually.

### *Select by drawing a polygon*

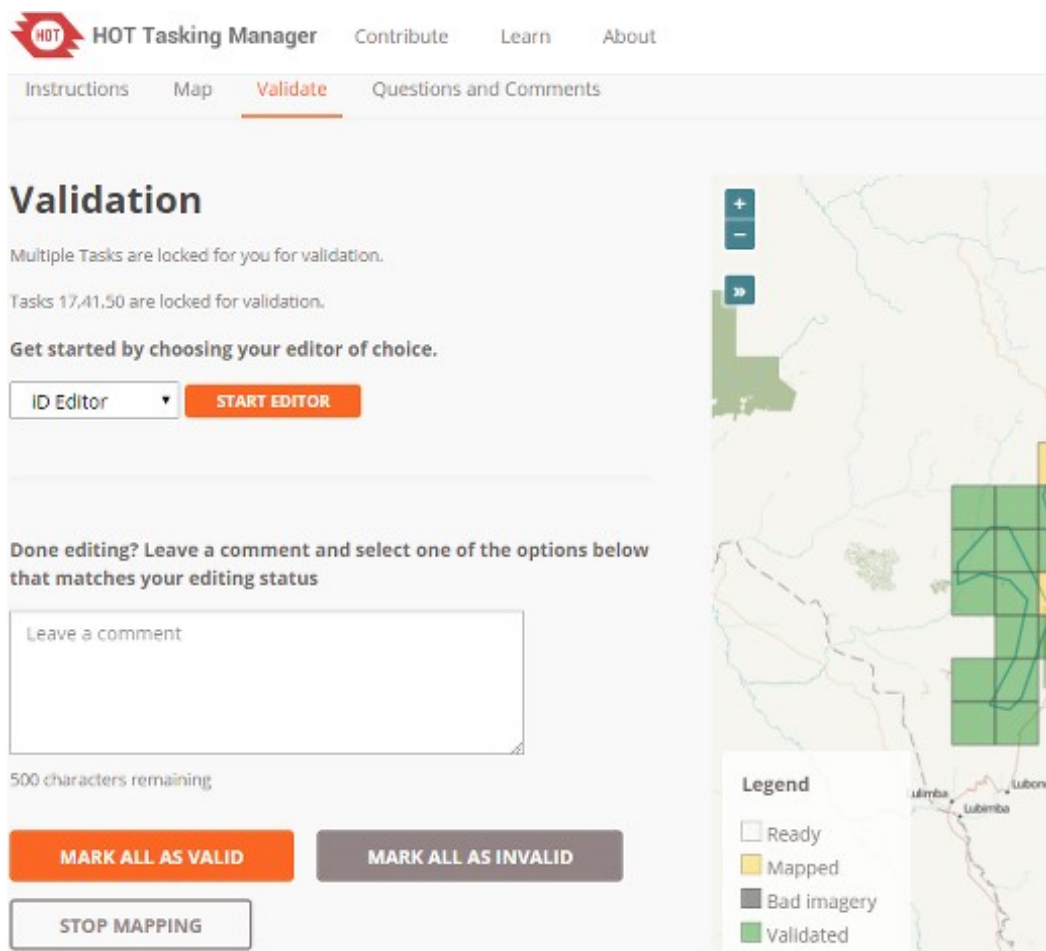
This option allows a validator to draw a square around a group of tasks and check them all out at

once.

Once in the editor of their choice, **the validator will have to manually download the OSM data** for task areas selected. This is to prevent downloading all of the OSM data between the selected Tasks.

### Select By User

A list of mappers who have marked a task as done is presented. Hovering over anyone in the list will highlight the tasks they have marked as completed. The list also presents three important pieces of information about the mapper, their experience level, the number of days since they first started mapping using the Tasking Manager and the number of days since they last received feedback via validation. This allows the validator to specifically target new mappers, experienced mappers or mappers who have not had any feedback for an extended period of time. Clicking on the "Start Validating" button will lock all the tasks completed by that mapper and allow the validator to open them in their editor of choice.



The screenshot shows the 'Validation' page of the HOT Tasking Manager. At the top, there is a navigation bar with links for 'Instructions', 'Map', 'Validate' (which is the active tab), and 'Questions and Comments'. Below the navigation bar, the page title 'Validation' is displayed. A message states: 'Multiple Tasks are locked for you for validation. Tasks 17,41,50 are locked for validation.' Below this, a prompt says 'Get started by choosing your editor of choice.' There is a dropdown menu set to 'ID Editor' and an orange 'START EDITOR' button. Further down, a section titled 'Done editing? Leave a comment and select one of the options below that matches your editing status' contains a text input field for 'Leave a comment' with a '500 characters remaining' indicator. At the bottom of this section are three buttons: 'MARK ALL AS VALID' (orange), 'MARK ALL AS INVALID' (grey), and 'STOP MAPPING' (grey). On the right side of the page, there is a map showing a geographical area with various task areas highlighted in different colors. A legend at the bottom right of the map explains the colors: 'Ready' (white), 'Mapped' (yellow), 'Bad imagery' (grey), and 'Validated' (green). The map also shows some place names like 'Lubimba' and 'Lubondji'.

Once in the editor of their choice, **the validator will have to manually download the OSM data** for task areas selected. This is to prevent downloading all of the OSM data between the

selected tasks.

## **Finalizing Validation**

Once the validator has finished the validation process either for one task or multiple tasks, they should return to the Tasking Manager and select one of the three choices that reflect the mapping of the task:

- Stop Validating - If you could not complete the validation process but must stop validating.
- Mark (all) as Valid - If the mapping is complete and accurate
- Mark (all) as Invalid - If the mapping is not complete or inaccurate.

For the last two choices the validator can and should leave a friendly, encouraging comment addressed to the mapper(s) involved and provide thanks for their contributions and feedback on their mapping. Please be considerate before marking a task as invalid. If just a few bits are missing add them yourself, explain what was missing in your comment but nevertheless mark the task as valid. New mappers will consider their completed task marked as invalid as a fairly harsh comment.